

## LOCAL CIVIL RULES

### 7.1 PLEADINGS AND MOTIONS

- (a) **Filing by Attorneys of a Notice in Each Civil Case.** Any attorney filing a pleading in a civil action asserting a claim for relief, or an amended pleading in a civil action asserting a new claim for relief, shall complete and file a notice with the district court Clerk in the form currently prescribed by the Administrative Office of the United States Courts and available in the Office of the Clerk.
- (b) **Motions.** Unless otherwise ordered by the Court, motions will be ruled upon the written motion, supporting suggestions, opposing suggestions and reply suggestions.
- (c) **Suggestions in Support of Motions.** The moving party shall serve and file with the party's motion a brief written statement of the reasons in support of the motion.
- (d) **Suggestions in Opposition.** Within 5 days from the time the motion is served, each party opposing the motion shall file a brief written statement of the reasons in opposition to the motion. For time limits concerning summary judgment motions, see Rule 56.1.
- (e) **Reply Suggestions.** Within 5 days from the time the suggestions in opposition are served, a reply brief may be filed. For time limits concerning summary judgment motions, see Rule 56.1.
- (f) **Length of Suggestions.** Suggestions shall be concise. A party's primary authorities shall be emphasized. Suggestions in support of or in opposition to a motion shall be no longer than 15 double-spaced typewritten pages, exclusive of facts presented in accordance with Rule 56.1, without permission of the Court. Reply suggestions shall be limited to 10 double-spaced pages, unless otherwise authorized by the Court. Suggestions exceeding 10 pages in length shall have a table of contents and table of authorities. Margins must be at least one inch on all four sides. Page numbers may be placed in the margins, but no text may appear there. Either a proportionally spaced or a monospaced face may be used. A proportionally spaced face must be 12-point or larger. A monospaced face may not contain more than 10½ characters per inch.
- (g) **Oral Arguments.** A request for oral arguments shall be separately stated at the conclusion of the motion or written suggestions.
- (h) **Discovery Motions.** For additional requirements concerning discovery motions *see* Rule 37.1.

- (i) **Summary Judgment Motions.** For additional requirements concerning Summary Judgment Motions *see* Rule 56.1.